

## Selectboard Meeting Minutes

*Monday, June 11, 2018 at 7pm at the Calais Town Offices*

**Present:** Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member), Sharon Winn Fannon (Member), Clif Emmons (Member), Katie Lane-Karnas (Recording Secretary), Michael Fullerton (ORCA), Ben Reed, Stephanie Kaplan, John McCullough; Scott Bassage; Peter Harvey; Alfred Larrabee, Pat Johnson

1. Call to Order: Denise Wheeler called the meeting to order at 7:00 pm.
2. Public Comment: Peter Harvey attended, updating the Board on his efforts pulling Wild Chervil, including changes he observed from last year, the length of the taproots and tools used. The plant is a biennial and seeds might last five years or more; they discussed the loss of farm fields for haying or grazing if Chervil invades. The Chair shared that the Town had begun mowing invasives on Saturday. Peter Harvey asked the Selectboard to find an area where it's along the roadside (but not in fields) and mow it five times a summer with a clean mower (without Chervil contamination). The Board discussed specific roads to be mowed, time frames, locations of Chervil and ways to experiment with pulling it along roads instead of mowing. The Road Commissioner, Peter Harvey and Selectboard considered implications for road grading. Stephanie Kaplan commented on a potential connection to a person in Randolph who has been working on this. Board members discussed having a Town mower to mow Town roadways.
3. Review, Additions/Changes to Agenda: The Chair announced that Sharon Winn Fannon is not available to attend tonight, and Clif Emmons was supposed to be in California for his work; he made an adjustment to his schedule to be present at the Selectboard meeting. The Chair expressed the Board's appreciation for his dedication.
4. Curb Cut application: Benjamin Reed attended the meeting to apply for a curb cut (#03-2018) on Lightening Ridge Road due to change of use from agricultural to residential. The Road Commissioner stated that the sight distance is appropriate, and a culvert is not needed. John Brabant moved to approve the curb cut as discussed; Rose Pelchuck seconded, and the motion passed 4-0.
5. Right-Of-Way application #02-2018 Tim Howe on East Hill Rd.: The Road Commissioner stated that he is aware of the project (installing a water line across the road) and will be notified to be on site ahead of the job to confirm correct compacting and sign off. John Brabant moved to approve the Tim Howe ROW permit; Rose Pelchuck seconded, and the motion passed 4-0.
6. Road Commissioner update/discussion

- a) Guardrails for Jack Hill/Moscow Woods Rd. project: The Selectboard and Road Commissioner discussed options for guardrails and material that may be paid for through grant funding. The Town's standard is to use steel which is not covered by grant monies. The Selectboard requested that the Road Commissioner price Core 10 Rusty Rail for the project.

Stephanie Kaplan raised a question on a Basswood "hazard tree" identified by the Tree Warden. The Road Commissioner answered questions about the culvert work that is required which will affect the roots of the identified hazard tree and require it be cut (in communication with the property owner).

- b) Summer projects list: The Road Commissioner is working on the "Grant to Aid" project (Pekin Brook drainage and erosion) and is in communication with the state regarding potential grant monies for the Sadie Foss culvert. The Zoning Administrator is communicating with the Road Commissioner about work needed at the Town Hall. The Road Commissioner updated the Selectboard on East Calais ditching, Woodbury Mountain Road Class Four Grant road work (completed), Apple Hill tree work and Luce Road and Bliss Road work to be done (funded by CVRPC grants).
- c) Update on truck motor: The Road Commissioner and Selectboard discussed potential courses of action (based on the Road Commissioner getting specific figures). The Selectboard will finalize a decision at the next meeting.

7. Operations Manager update: This item was tabled until a subsequent meeting.

8. Conservation Commission Appointment: Denise Wheeler motioned to appoint Pat Johnson to fill one of the vacant positions with the term expiring in 2022; Rose Pelchuck seconded. The motion passed 4-0.

9. Treasurer discussion/decisions

- a) Audit for FY 17 and FY 18: The Town Treasurer reported that she contacted Sullivan and Powers, following up on a bid for auditing services previously obtained by the Town which offers a three-year proposal, costing \$14,500 for FY17, FY18 and FY19. This proposal would use a modified cash basis instead of a modified accrual basis. The Treasurer recommended following a modified cash basis, and begin on FY 17 and FY18, as well as budgeting for an annual audit.

Denise Wheeler motioned to approve the contract for a cash basis audit with Sullivan and Powers, for FY 17 and FY18, as described in the scope of services proposal from Sullivan and Powers dated June 5, 2018. Clif Emmons seconded, and the motion passed 4-0.

- b) Blanket authority to close various bank accounts: The Treasurer explained that in the move to NEMRC software, the Town's accountant from Fothergill recommended closing all ancillary accounts. She discussed the few accounts that would be maintained separately from the main operating account.

Rose Pelchuck motioned to give Town Treasurer Sandra Ferver blanket authority to close various bank accounts as needed. John Brabant seconded; the motion passed 4-0.

- c) NEMRC update: The Treasurer updated the Board on modules that have been loaded in the software transition to NEMRC, and upcoming actions to be taken.
- d) Town Hall loan: The Town went out to bid on three loans, and two responded: Community Bank NA (formerly known as "Merchants" and the Town's current bank) and Passumpsic

Bank. Passumpsic is recruiting government accounts and offered 2.74% fixed for five years. Most banks are looking for two years' audits, which the Town does not have in the time frame needed. Passumpsic would waive the audit requirement subject to contingencies including holding the Town's primary operating account. Merchants Bank offered 3.71% and would also adjust for not having two years' audits. The Selectboard supported the Treasurer pursuing communications with Merchants Bank to try to match the rate offered by Passumpsic.

- e) Budget review: The Selectboard and Treasurer reviewed a Profit and Loss Budget vs. Actual document through June 11, 2018. The Treasurer explained how the line item for sand is budgeted for sand used between two fiscal years.
- f) Updates: The Canon copier order is complete and it will be installed at the end of the month, and the old copier traded in. The Treasurer expressed her appreciation for conversations continuing about improving the office, and requested staff input for renovation that will improve concentration and reduce background noise.

10. Town Hall Renovation update/Consideration of bids for "lifting" the Town Hall: Scott Bassage reported about the two bids that have been received (Messier, \$35,500, and Rick Geddes, \$16,800). The Town Hall Renovation Committee recommended, in the best interest of the Town, going with Rick Geddes, and will provide a draft of the contract to the Selectboard.

Denise Wheeler motioned to accept the bid for the RFP from Geddes in the amount of \$16,800. John Brabant seconded, and the motion passed 4-0.

11. Conservation Commission funds: This item was tabled until a subsequent meeting.

12. Review road crew revised job description: Clif Emmons and Denise Wheeler have been meeting with the Road Commissioner regularly and request Selectboard members review the revised job description document and provide feedback.

13. Chair update, projects, etc.: The Chair met with several people regarding beavers on Kent Hill Road, and the Town will install a "beaver baffler" in coordination with Tyler Brown (ANR, Fish and Wildlife). The Board considered future hiring of summer help with tasks including mowing invasives more than twice a year, along with buying a tractor with a side arm mower. George Twigg, Peter Welch's Chief of Staff for Vermont, met with the Selectboard Chair and was responsive to concerns regarding internet broadband speed among other items.

The Town Attorney has advised not to appoint a pound keeper. The Chair spoke with Merritt Kennedy about writing a plan in the LEOP for animals.

The Chair brought up lack of specifics in statute regarding Tree Warden hearings and possible proposed legislation.

CES considered a 5K race for June, as well as a resident's concerns for Town liability and event ordinances. The school's insurance would not provide a waiver for liability, so the race was cancelled. The Board will look at creating an event ordinance for the future. \

Poplar Cemetery's current association is going to fold, and a process will have to happen for the Town to take on the abandoned cemetery.

The Planning Commission is working on Shoreland Overlay District policy and are having a hearing on June 19. The Selectboard and school board are planning a joint meeting on Monday, July 9 at 6pm.

The Board discussed a Conflict of Interest Policy and the need to integrate that into personnel documents. The Board discussed Denise Wheeler's stipend work fulfilling responsibilities of the former Selectboard Assistant position and thanked her for her diligent work and also expressed their appreciation for the new Town Treasurer.

14. Review and approve minutes, warrants: The Board reviewed the invoices and orders were processed for payment.
15. Personnel Matters - Executive Session: This item was not needed.
16. Adjournment: Rose Pelchuck made a motion to adjourn at 9:37pm. The motion was seconded, voted on and carried 4-0.

Date: 6/12/2018 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary  
*Approved by the Selectboard at the 6/25/18 meeting*